



# COUNTY OF PLACER CIVIL SERVICE COMMISSION

Monday – March 10, 2014

CIVIL SERVICE COMMISSION  
JOHN COSTA  
RON LE DOUX  
DON NELSON, **Chair**  
ANDRAE RANDOLPH  
RICK WARD, **Vice Chair**

**MINUTES**  
**4:00 PM Closed Session**  
**4:30 PM Open Session**

Nancy Nittler, Personnel Director  
Kellie Craig, Executive Secretary

**Placer County Personnel – Training Room**  
**145 Fulweiler Avenue, Suite 200**  
Auburn, CA 95603  
530-889-4060

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**4:00 PM**

**ROLL CALL**

Meeting was held at the Placer County Personnel Training Room - 145 Fulweiler Avenue, Suite 200 - Auburn, CA  
Chair Nelson presiding.  
Commissioner Ward absent.

**CLOSED SESSION – PURSUANT TO GOVERNMENT CODE**

**I. PUBLIC EMPLOYEE PERFORMANCE EVALUATIONS**

- A. Closed Session - Evaluation of performance of various Placer County employees pursuant to Government Code Section 54957.1 and pursuant to Placer County Chapter 3, Code Section 3.04.650.

**4:30 PM**

**OPEN SESSION**

**FLAG SALUTE**

Led by Commissioner Randolph

**I. REPORT OF ACTION TAKEN IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957.1.**

**Chair Nelson** announced that the Commission had met in closed session to discuss personnel matters pursuant to authority granted by Government Code Section: 54957.1 Public Employee Performance Evaluations.

**No action to report.**

**II. AGENDA APPROVAL**

It was moved by **LeDoux** and seconded by **Costa** to approve the agenda.

Motion Carried Unanimously.

**III. MINUTES OF PREVIOUS MEETING – February 10, 2014**

Chair Nelson approved the minutes as submitted.

**IV. PUBLIC COMMENT – None**

**V. OLD BUSINESS - None**

**VI. NEW BUSINESS**

- A. Approval of merit increases for classified employees pursuant to Section 3.04.650 (progression in steps) of the Placer County Code.

It was moved by **LeDoux** and seconded by **Randolph** to approve merit increases for classified employees.

**Motion Carried Unanimously.**

- B. District Attorney – Reclassification request and non-competitive promotion. In the Investigations Unit (1) Secretary-Journey Position to classification of (1) Legal Secretary-Journey.

It was moved by **Randolph** and seconded by **Costa** to approve the reclassification request in the Investigations Unit (1) Secretary-Journey position to classification of (1) Legal Secretary-Journey.

It was moved by **Randolph** and seconded by **LeDoux** to approve the non-competitive promotion in the Investigations Unit (1) Secretary-Journey position to classification of (1) Legal Secretary-Journey.

**Motion(s) Carried Unanimously.**

- C. Sheriff's Office – Reclassification request and non-competitive promotion. Reclassification and non-competitive promotion of (1) Administrative Secretary to classification of (1) Administrative Technician.

It was moved by **Costa** and seconded by **LeDoux** to approve the reclassification request and non-competitive promotion of (1) Administrative Secretary to classification of (1) Administrative Technician.

Motion(s) Carried Unanimously.

- D. Request for approval of Work out of Class Pay pursuant to Placer County Code Section 3.08.510 (C.)(5.) (c.) for employee(s) assigned to the department(s) of **Administrative Services, Facility Services, Health and Human Services and Library.**

It was moved by **LeDoux** and seconded by **Costa** to approve the Work out of Class Pay pursuant to Placer County Code Section 3.08.510 (C.)(5.) (c.) for employee(s) assigned to the department(s) of **Administrative Services, Facility Services, Health and Human Services and Library.**

Motion Carried Unanimously.

**VII. COMMUNICATIONS** - Reports to the Commission are informational items only. **(No action will be taken)**

- A. Provisional appointment - (1) CDRA
- B. Report of leaves of absence
- C. Staff reports and correspondence
  - 1. Work out of Class Report – June 29, 2013 through December 27, 2013.
  - 2. Jon Harned promoted from Personnel Analyst II (HHS) to Sr. Administrative Services Officer (Personnel) as of March 10, 2014.
- D. Commissioner comments

**VIII. ADJOURNMENT @ 5:02 PM**

There being nothing further to come before the Commission, it was moved by **LeDoux** and seconded by **Costa** to adjourn the meeting. Motion Carried Unanimously.

The next regular meeting will be in on **Monday – April 14, 2014 – Placer County Training Room @ 145 Fulweiler Avenue, Suite 200 Auburn, CA 95603 commencing @ 4:00 PM.**

PLACER COUNTY CIVIL SERVICE COMMISSION

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DON NELSON  
CHAIR

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KELLIE CRAIG  
EXECUTIVE SECRETARY